

# Instructions for Submitting Workpapers to INCPAS Peer Review Department

---

In order for the administrators of the Peer Review Program to process your workpapers efficiently, and to keep consistency within the review folders, peer reviewers must submit their documents in a PDF, Word, or Excel format for each document required to be submitted.

Please use the naming convention listed in the table below. Please include the number as the beginning of the name of each document and the review number at the end of each document. Please do not add any other verbiage to the naming convention. The FFCs, if more than one, should be in one document.

**\*\*Reminder, effective July 1, 2013 the MFC and DMFC form is an online form that must be submitted electronically through PRISM with the AICPA for AICPA member firms only.**

System Reviews	Engagement Reviews
<b>1 Current Report_Review Number</b> ( <i>the report you issued</i> )	<b>1 Current Report_Review Number</b> ( <i>the report you issued</i> )
<b>2 FFC_Review Number</b> ( <i>all FFCs you issued</i> )	<b>2 FFC_Review Number</b> ( <i>all FFCs you issued</i> )
<b>3 MFC_Review Number</b> (all MFCs you issued for NON-AICPA firms and MFCs you complete on firms behalf)	<b>3 MFC_Review Number</b> (all MFCs you issued for NON-AICPA firms and MFCs you complete on firms behalf)
<b>4 DMFC_Review Number</b> ( <i>for NON-AICPA firms</i> )	<b>4 DMFC_Review Number</b> ( <i>for NON-AICPA firms</i> )
<b>5 SRM_Review Number</b>	<b>5 Eng Summary Form_Review Number</b> ( <i>Engagement Summary Form</i> )
<b>5a Risk_Review Number</b> ( <i>Risk Assessment, if not included in SRM</i> )	<b>6 RC Summary_Review Number</b> ( <i>Review Captain Summary</i> )
<b>5b Exit_Review Number</b> ( <i>Exit Conference notes not included in the SRM</i> )	<b>7 Firm Rep Letter_Review Number</b>
<b>6 Firm Rep Letter_Review Number</b>	
<b>7 OMB Prof_Review Number</b> (A-133 Engagement Profile)	
<b>8 Part A_Review Number</b> (Part A of the supplemental checklist for A1-33)	

**EXAMPLE FILE NAME:** 1 Current Report\_123456

Once you have your workpapers ready to submit to the INCPAS Peer Review Department, we request you to upload them to ShareFile. On the next few pages you will find the upload instructions to ShareFile.

# Instructions to Upload Documents to ShareFile

To upload workpapers, technical revisions/post committee revisions, oversight documents and corrective action reports, instead of emailing them to the Indiana CPA Society Peer Review department. Below are the instructions to securely transfer your files through ShareFile. If you have any questions, or problems, please contact Nichole at (317) 726-5023, or send an email to [nfavors@incpas.org](mailto:nfavors@incpas.org).

- The web address for INCPAS ShareFile site is <https://incpas.sharefile.com/filedrop>
- Or you can visit <http://www.incpas.org/advocacy-compliance/compliance/peer-review> and under **Reviewer** click on the Sharefile Upload link.

The screenshot shows the INCPAS website interface. At the top left is the INCPAS logo. Navigation links include 'Find a CPA', 'Join INCPAS', and 'Contact INCPAS'. There is an email search field with a 'GO' button and a 'Remember Me' checkbox. A search bar is also present. The main navigation menu includes 'CPE', 'News & Resources', 'Advocacy & Compliance', 'Member Center', 'Career Center', and 'About Us'. The 'In This Section' sidebar on the left lists 'Advocacy', 'Compliance', 'Indiana Board of Accountancy', 'Ethics', and 'Peer Review'. The main content area is titled 'Peer Review' and contains a paragraph about the program and a list of links. The 'Reviewer' sub-section is circled in red, containing a link to 'Sharefile Upload'.

Find a CPA | Join INCPAS | Contact INCPAS

E-mail [.....] GO

Remember Me

Search Website...

CPE News & Resources Advocacy & Compliance Member Center Career Center About Us

In This Section

Home :: [Advocacy & Compliance](#) :: [Compliance](#)

**Peer Review**

INCPAS serves as the administering entity in Indiana for the AICPA Peer Review Program. The program is administered nationally in cooperation with state CPA societies and other organizations approved by the AICPA and state boards of accountancy. We administer peer reviews for Indiana CPA firms that perform audits, reviews or compilations regardless of whether they are INCPAS or AICPA members.

- [AICPA Peer Review Program](#)
- [Peer Review Facts](#)
- [Peer Review Administrative Fees](#)
- [Choosing a Review Team](#)
- [Indiana Peer Review Firms](#)
- [Technical Reviewers](#)
- [Preparing for the Review](#)
- [Reviewer Qualifications](#)
- [Mentoring Program](#)
- [AICPA Peer Review Standards and Interpretations](#)
- [Peer Review Developments](#)
- [Peer Review Forms](#)
- [Peer Review Frequently Asked Questions](#)

**Reviewer**

- [Sharefile Upload](#)

- Enter the following information into the following fields: Email, First Name, Last Name and Company.
- Click the Continue to File Drop



ShareFile

## Your Information

Before you upload files, please provide your contact information so we can tell who the files are from.

**NOTE:** This information is for internal tracking purposes only and will not be shared with third parties.

Email: \*

First Name: \*

Last Name: \*

Company:

Store this information for next time

Remember my info and skip this step

- You are now ready to upload your files. Under Send to: Choose Recipient. You have the option to sending your files to Katy Batt or Nichole Favors.
- Choose Files or **drag and drop files**



ShareFile

Home | Manage Users | Send a File | Request a File


### Upload Files to 'PR Upload'

Select a user you want to send to. To upload, click the 'Choose Files' button and select files from the dialog window that pops up, or simply drag files from your computer into the list. To upload multiple files at once, hold down the Shift or Control key while selecting files.

Note: Folders cannot be uploaded with this tool.

If you experience issues with this upload, you can also try our [Flash uploader](#) or [Standard Uploader](#).

Send to: Favors, Nichole ▾

 Choose Files or drag and drop files

 Clear All

DRAG FILES HERE

 Upload Files

- Once you choose all the files that you need to upload, click on the Upload Files button.



# ShareFile

Home | Manage Users | Send a File | Request a File

## Upload Files to 'PR Upload'

Select a user you want to send to. To upload, click the 'Choose Files' button and select files from the dialog window that pops up, or simply drag files from your computer into the list. To upload multiple files at once, hold down the Shift or Control key while selecting files.

**Note:** Folders cannot be uploaded with this tool.

If you experience issues with this upload, you can also try our [Flash uploader](#) or [Standard Uploader](#).

Send to:  ▼

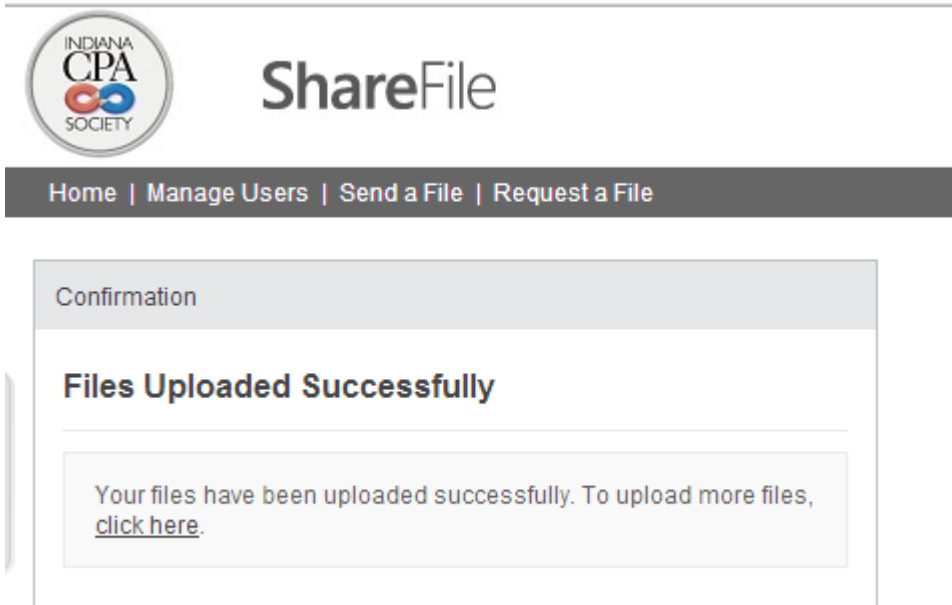
Choose Files or drag and drop files

Clear All

	PRP-6303_Review Captain Checklist.pdf	175 KB	▲
--	---------------------------------------	--------	---

Upload Files

- Once you have completed the upload you will receive the following confirmation that your files were uploaded successfully.



**Following the above instructions will avoid delays in processing workpapers. Remember, documents that are not submitted as instructed will not be logged in, and this could cause you to receive an overdue letter.**

**If you have any questions regarding any of the above instructions, please contact the Peer Review Department at:**

**Indiana CPA Society Peer Review Department**

**[peerreview@incpas.org](mailto:peerreview@incpas.org)**

**(317) 726-5000**

**(800) 272-2054**